

**Hawaii Department of Health
Clean Water Branch**

June 8, 2005

**REQUEST FOR PROPOSALS
NO. CWB-PRC 05-01**

FISCAL YEAR 2005-2006 CLEAN WATER ACT SECTION 319(h) GRANTS

State of Hawaii
Department of Health
Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920

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SECTION 1 INTRODUCTION AND ADMINISTRATIVE OVERVIEW

1.1 INTRODUCTION

The State of Hawaii (State), Department of Health, Clean Water Branch (CWB), Polluted Runoff Control Program (PRC) desires to enter into contracts with qualified Offerors to support the CWB's mission to protect and improve the quality of water resources for enjoyment of and use by the people of the State through preventing and reducing nonpoint source pollution while balancing health, environmental, and economic and social concerns.

This Request for Proposals (RFP) describes the State's expectations for project activities and provides the required proposal format. Suggestions received on previous solicitations have been incorporated. We have tried to provide more information as to what types of projects will be funded and have provided a list of project tasks and activities to help the Offerors focus on important aspects of a project in order to submit a quality proposal.

The State's General Conditions, Form AG2-GC (12/04) and applicable standard contract forms although not physically attached, are included by reference and made apart hereof. Copies of these documents can be obtained by making a request to the Procurement Officer.

1.2 EXPECTED OUTCOMES

The State Department of Health (DOH) is seeking the following expected outcomes from project submittals:

- **Load reductions** (nutrients, sedimentation, et. al.);
- **Behavior changes** (produced as a part of educational, training and demonstration projects);
- **Water quality improvements;** and
- **Habitat improvements**

The DOH is seeking a determination of "what is different" and/or "what has changed" after a project has been completed. DOH recognizes the difficulty in achieving environmental or behavior changes "over-night". DOH's expects that projects will produce the above changes over-time (1-5 years, 5-10 years, 10 < years) depending on the nature and scope of the projects conducted in a specific watershed.

Examples of estimates of pollutant **load reductions** are as follows (not limited to the list below):

- a. **Nitrogen:** x number of Lbs/year
- b. **Phosphorus:** x number of Lbs/year
- c. **Sedimentation:** x number of Tons/year
- d. **Trash:** x number of Lbs/year

Examples of ***behavior changes*** are as follows (not limited to the list below):

- a. **Willingness to pay for environmental change**
- b. **Future employment as an environmental professional**
- c. **Understanding of land-use impacts**

Examples of ***water quality improvements*** are as follows (not limited to the list below):

- a. **Improved visibility**
- b. **Pollutant reductions (determined using before and after testing)**

Examples of ***habitat improvements*** are as follows (not limited to the list below):

- a. **Increased number of wildlife** (if pollution increases/decreases are tied to a healthy ecosystem, using visual survey – counting and/or another accepted statistical method)
- b. **Decreased percentage of pollutants found in aquatic animal or plant cells/tissue/DNA/et. al.**

For Best Management Practices, Watershed Based Plans, Educational Projects and Pollution Prevention Demonstration/Restoration Projects:

Best Management Practices: The project purpose must contain a projected estimate of an actual categorical pollutant ***load reductions*** (i.e. nitrogen and/or nitrite/nitrate, phosphorus, sedimentation, et. al.). If the reduction of multiple pollutants is the targeted objective of the project then estimates of the percentages of each of the pollutants that are to be reduced needs to be provided.

Watershed Based Plans: Must be designed to anticipate future (restoration, data collection, et. al.) projects that would incorporate/use the planning component/tool (Watershed Based Plan) as a mechanism to improve water quality in impaired water bodies. The Watershed Based Plan must provide guidelines for actual estimates of projected pollution ***load reductions***, ***water quality*** and/or ***habitat improvements***.

Educational Projects: Must be designed to anticipate future water quality improvements that each student or participant will make in the course of their lifetimes. Actual estimates of projected pollution ***load reductions*** must be provided. Educational curriculums should be geared to address the issue of how the course(s) impacted the student's perceptions of land use, non-point source pollutants, and resulted in actual or future ***behavior changes*** (documented using statistical methods, surveys, et. al.).

For example: It is projected that a class of students participating in a program about non-point source pollution would contribute x number of Lbs/year less in phosphorus, nitrogen and x number of Tons/year in sedimentation (by not

removing trees or other natural features from their property when they construct their home(s) in the future; use public transportation; or if they become an environmental educator, resource manager (National Park Service, Department of Land and Natural Resources, et. al.)

One example of documenting **behavior change** could include a survey of participants and their immediate families outlining any new information that they had learned on the impacts of non-point source pollution and their willingness to pay for water quality and/or habitat improvements now or in the future.

Pollution Prevention Demonstration/Restoration Projects:

The project purpose must utilize existing data (available from prior studies approved by DOH, USGS, NRCS and/or another entity) on water quality (i.e. percentages of nitrogen and/or nitrate, phosphorus, sedimentation, et. al); or establish new baseline data for nitrogen, nitrite/nitrate, phosphorus, sedimentation, et. al. reductions. Pollution prevention or restoration projects must record actual **water quality** or **habitat improvements**, and/or pollution **load reduction** numbers for the targeted pollutant(s) incorporated into the project's scope of services.

1.3 INELIGIBLE PROJECTS

Projects that will not be considered for award include (1) planning, research, or assessment activities other than those conducted to evaluate the project (except if done in connection with addressing nonpoint source groundwater resource problems or if implemented with non-grant funds) and (2) activities undertaken pursuant to National Pollutant Discharge Elimination System (NPDES) permit requirements. Questions regarding project eligibility can be directed to the Procurement Officer.

1.4 AUTHORITY

This RFP is issued under the provisions of chapter 103D, Hawaii Revised Statutes (HRS). All Offerors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any Offeror shall constitute admission of such knowledge on the part of such Offeror.

Any Contract arising out of this offer is subject to the approval of the Department of the Attorney General as to form, and to all further approvals including the approval of the Governor, required by statute, regulation, rule, order, or other directive.

1.5 RFP SCHEDULE

The schedule set out herein represents the State's best estimate of the schedule that will be followed. If a component of this schedule, such as Deadline for Submittal of Proposal's date is delayed, the rest of the schedule may be shifted

as deemed necessary by the State. The approximate schedule is as follows:

Advertisement of the RFP	June 8, 2005
Deadline for Submittal of Proposals	3:00 p.m., HST August 1, 2005 919 Ala Moana Blvd., Room 301 Honolulu, Hawaii 96814-4920
Completion of Proposal Evaluations	August 12, 2005
Oral Presentations/Discussions	August 15-19, 2005 (if necessary with Priority-listed Offerors only)
Best and Final Offer Deadline (If necessary)	3:00 p.m., HST September 2, 2005 (if necessary for Priority-listed Offerors only)
Written Notification to Successful and Unsuccessful Offerors	September 16, 2005
Contract Commencement Date	Specified date on the State's Notice to Proceed

1.6 PROCUREMENT OFFICER

The Procurement Officer who also serves as the Contract Administrator is responsible for overseeing the Contracts from the date of release of the RFP to monitoring and assessing Contractor performance. The Procurement Officer is:

Mr. Denis R. Lau, P.E., Chief
Clean Water Branch
Department of Health
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920

Telephone: (808) 586-4309
Fax: (808) 586-4352

1.7 SUBMISSION OF PROPOSALS

One (1) single-sided unbound original for the file and six (6) bound double-sided copies of the proposal must be submitted to the Procurement Officer. Proposals must be **received and time stamped** by the Procurement Officer (whether mailed or hand delivered) no later than **3:00 p.m., HST, on August 1, 2005.**

Any proposal received after that date and time shall be rejected.

Faxed or e-mailed proposals will not be accepted or considered.

Proposals shall be mailed or hand delivered to:

Mr. Denis R. Lau, P.E., Chief
Clean Water Branch
Department of Health
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814-4920

The outside cover of the package containing the proposal shall be marked:

Proposal Submitted in Response to
RFP No. CWB-PRC 05-01
(Name of Offeror)

Proposals submitted in response to this RFP shall be valid for a minimum of nine (9) months from the deadline set for submittal of proposals and may not be withdrawn without the written authorization of the Procurement Officer.

1.8 CONFIDENTIAL INFORMATION

All information, data, or other material provided by the Offeror or the Contractor to the State shall be subject to the Uniform Information Practices Act, Chapter 92F, HRS. The Offeror shall designate in writing to the Procurement Officer those portions of its proposal or any subsequent submittals that are trade secrets or other proprietary data that the Offeror desires to remain confidential, subject to section 3-122,58, Hawaii Administrative Rules (HAR). The Offeror shall state in its communication to the Procurement Officer, the reason(s) for the designating the material as confidential, for example, trade secrets. The Offeror shall submit the material designated as confidential in such manner that the material is readily separable from the proposal in order to facilitate inspection of the non-confidential portion of the proposal.

The Offeror shall request in writing nondisclosure of designated trade secrets or other proprietary data to be confidential. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

Pursuant to Section 3-122-30, HAR, the head of the purchasing agency or designee shall consult with the State's Attorney General and make a written determination in accordance with Chapter 92F, HRS. If the request for confidentiality is denied, such information shall be disclosed as public information, unless the Offeror appeals the denial to the Office of Information Practices in accordance with Section 92F-15.5, HRS.

1.9 COSTS FOR PROPOSAL PREPARATION

Any costs incurred by the Offeror in preparing or submitting this proposal is the Offeror's sole responsibility.

1.10 DISQUALIFICATION OF PROPOSALS

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and the proposed scope of work. Any proposal offering any other set of terms and conditions, or terms or conditions contradictory to those included in this RFP, may be disqualified without further notice.

An Offeror will be disqualified and the proposal automatically rejected for any one or more of the following non-exclusive reasons:

- The Offeror's lack of responsibility and cooperation as shown by past work.
- The proposal shows any noncompliance with applicable laws.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- The proposal has any provisions reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The delivery of the proposal after the deadline set for receipt of proposals.

1.11 RFP AMENDMENTS

The State reserves the right to amend this RFP at any time prior to the closing date for best and final offers.

1.12 CANCELLATION OF RFP AND REJECTION OF PROPOSALS

The State reserves the right to cancel this RFP and to reject any and all proposals in whole or in part, when it is determined to be in the best interest of the State.

1.13 PROPOSAL OPENING

Proposals shall not be opened publicly, but shall be opened in the presence of two or more State officials. The register of proposals and Offeror's proposals shall be open to public inspection after award of the Contract(s).

1.14 BONDS

No bid bond is required to be submitted with the proposal, and no performance or payment bond will be required for the resulting Contract(s).

1.15 REQUIRED AWARD DOCUMENTS

Act 52, SLH 2003, Section 6 amended section 103D-310, HRS, by requiring all Offerors, upon award of this Contract, to comply with all laws governing entities doing business in the State, including chapters 237, 383, 386, 392, and 393, HRS.

Pursuant to section 103D-328, HRS, the successful Offeror shall be required to submit a tax clearance issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the date it is received by the State agency. The tax clearance certificate shall be obtained on the State of Hawaii, DOTAX TAX CLEARANCE APPLICATION Form A-6 (Rev.10/2004) which is available at the DOTAX and IRS offices in the State of Hawaii or the DOTAX website at http://www.state.hi.us/tax/a1_1alphalist.htm, under Section A-6, Tax Clearance Application at <http://www.state.hi.us/tax/current/a6.pdf>

Pursuant to section 103D-310(c), HRS, the successful Offeror shall be required to submit an approved certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the State agency. The certificate of compliance shall be obtained on the State of Hawaii, DLIR APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 103D-310(c), HRS, Form [LIR#27](#) (Application for Certificate of Compliance with Section 3-122-112, Hawaii Administrative Rules (HAR)) available at <http://hawaii.gov/labor/text2.html#1> or at the neighborhood island DLIR District Offices.

In order to meet the requirements of section 103D-310(c) (1) or (2), HRS, a business entity shall be required to submit a CERTIFICATE OF GOOD STANDING issued by the Department of Commerce and Consumer Affairs Business Registration Division (BREG). A CERTIFICATE OF GOOD STANDING form and instructions for its completion are available at <http://www.hawaii.gov/dcca/areas/breg>; and/or <http://www.ehawaii.gov/dcca/cogs/exe/cog.cgi>.

To register or obtain a "CERTIFICATE OF GOOD STANDING" by phone, call (808) 586-2727 (M-F 7:45 am to 4:30 pm, HST). The CERTIFICATE OF GOOD STANDING is valid for six (6) months from the date of issue and must be valid on the date it is received by the State agency. Offerors are advised that there are costs associated with registering and obtaining a "CERTIFICATE OF GOOD STANDING" from the BREG.

1.16 QUALITY OF WORK

The work to be done shall be of a professional quality. If the quality of the work is not satisfactory, as solely judged by the State, and the Contractor fails to take corrective action as required by the State, it will be considered as non-performance of the Contract. The chief procurement officer or the head of the

purchasing agency, in addition to any other remedies provided by law, reserves the right to suspend the Contractor from bidding on any or all other State contracts pursuant to Chapter 3-126, HAR if non-performance of the Contract is determined.

1.17 DEVELOPED OR PRINTED MATERIALS

The CONTRACTOR shall include the following language in any developed or printed informational materials, press releases, publicity, etc.: "This Project has been jointly funded by the U.S. Environmental Protection Agency ("Agency") under Section 319(h) of the Clean Water Act, and the Hawaii State Department of Health Clean Water Branch. Although the information in this document has been funded wholly or in part by a Federal Grant to the Hawaii Department of Health, it may not necessarily reflect the views of the Agency and the Department of Health and no official endorsement should be inferred."

1.18 INVOICING AND PAYMENT

Reimbursement for services under this Contract are subject to the receipt of federal funds from the EPA under Section 319(h) of the Clean Water Act and subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS. The Contractor shall be required to submit invoices in triplicate (original single-sided and two (2) double-sided copies). Invoices may be submitted to the State not more than once every thirty (30) calendar days. Section 103-10, HRS, provides that the State shall have thirty (30) calendar days from receipt of invoice or satisfactory delivery of goods or performance of services to provide reimbursement. Satisfactory delivery of goods or performance of services includes the submittal of documents in the format required by the State and the submittal any Contract deliverables.

The State will allow the Contractor to request an initial advance payment equal to one (1) month of compensation (Total Contract amount divided by the number of months in the respective term of Contract) as determined by the State after receipt of the State's Notice to Proceed. The Contractor shall be required to submit an invoice in triplicate for the advance payment, which itemizes (from the appropriate budget page) what the advance payment will be used for. All invoices for reimbursements, and including the initial advance payment, shall be submitted in triplicate and accompanied by the appropriate expenditure reports for the billing period, attached as Attachment 8, and made a part of the contract. All invoices must be certified as an original by the Contractor and contain expenditures actually incurred for the performance of services or purchase of goods, or both, for the invoiced period and contain an original signature.

Reimbursement of invoiced expenditures shall be withheld by the State if Quarterly Status Reports (QSRs) and other Contract deliverables are not current or if documents are not submitted in the required format as provided by the State under the Contract (i.e., QSRs, monthly grant fund expense reports, etc.)

The grant fund expense reports shall be reviewed by the State and shall be subject to the State's preliminary determination of appropriateness and allowability of the invoiced expenditures. The State's preliminary determination of appropriateness and allowability of the invoiced expenditures shall be subject to later verification and subsequent audit.

If an amount of invoiced expenditures is preliminarily determined by the State to be inappropriate and unallowable, the State may deduct an equivalent amount from the next payable installment and may withhold reimbursement of the amount of moneys equivalent to the questioned expenditures until later resolution of the discrepancy by audit or other means. If, after payment of the last installment prior to the final payment, investigation and examination reveal additional expenditures that are determined by the State to be inappropriate and unallowable, the State may require that an equivalent amount of monies be refunded by the Contractor notwithstanding the State's preliminary determination of appropriateness and allowability. The amount of monies to be refunded by the Contractor may be offset against the amount of moneys withheld by the State in determining the amount of the final payment to be made to the Contractor in final settlement of this Contract.

The State shall withhold 10% of the total Contract amount until final settlement and the State deems that the Contractor has satisfactorily completed all services of the Contract. Final settlement of the Contract shall include submission and acceptance of all reports and other materials to be submitted by the Contractor to the State, resolution of all discrepancies in expenditures or performances of services, and completion of all other outstanding matters under this Contract.

1.19 WRITTEN REPORTS

In addition to any other reporting requirements, the Contractor will be responsible to prepare and submit the following required reports by the appropriate deadlines as specified herein:

Quarterly Status Reports (QSRs). QSRs shall be submitted in duplicate (double-sided copies) and to the State on or before January 15th, April 15th, July 15th, and October 15th of each respective calendar year following receipt of the State's Notice to Proceed until the submittal of the draft final report. QSRs are to be submitted to the State up to the submittal of the draft final report. QSRs shall be submitted in the format provided by the State, attached as Attachment 9, and made a part of the Contract. The QSRs shall include the status of all project activities (itemized by the Contract's Scope of Services) required under this Contract, including photographs of project activities and installations, meeting minutes, load reductions, behavior changes, water quality and or habitat improvements achieved up to that point in time and summaries for activities that occurred in the respective quarter. Reimbursement of invoiced expenditures shall be withheld by the State to the Contractor if QSRs are not current. The State may require these reports be in an electronic format specified and approved by the State for posting on an Internet site approved by the State.

Draft final report. A draft final report shall be submitted to the State in the format provided by the State, attached as Attachment 9, and made a part of the Contract and shall describe the services performed, derived water quality improvement, and the benefits and results of the services performed under this Contract. The draft final report shall be all inclusive of project activities and submittals prepared pursuant to the Contract and include, but not be limited to, a description of the location and purpose of the project, project photographs, project plans and reports, a summary of load reductions, behavior changes, water quality and or habitat improvements achieved during the course of the subject project and a discussion of project monitoring and sampling data collected, done as a result of the Contract. Three (3) double-sided copies of the draft final report shall be submitted to the State at least two (2) months prior to the Contract's termination date. The State shall have one (1) month to review and comment on the draft final report. Comments made by the State shall be incorporated into the final report.

Final Report. One (1) unbound single-sided original and five (5) double-sided bound copies of the final report shall be submitted by the Contractor to the State at the end of the Contract.

Final Expenditure Report. A final expenditure report and in-kind contributions report shall be submitted by the Contractor to the State with the final report.

1.20 INSURANCE

If required, the Contractor shall obtain, maintain, and keep in force throughout the period of the Contract, appropriate liability insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence. Prior to or upon execution of the Contract, the Contractor shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage. The certificate of insurance shall be sent to the State and be made a part of the Contract. If the scheduled expiration date of the liability insurance policy is earlier than the expiration time of performance under the Contract, the Contractor, upon renewal of the policy, shall promptly provide to the State an updated certificate of insurance. If the Contractor's insurance policy is being cancelled, either the insurance company shall give the State one (1) month written notice of the intended cancellation or the Contractor shall notify the State in writing within fifteen (15) calendar days of receipt of the intended cancellation from the insurance company.

1.21 FEDERAL FUNDS

Pursuant to Section 319(h) of the Clean Water Act and the implementing Federal regulations 40 CFR parts 31 and 35 subpart A, the United States Environmental Protection Agency (EPA) has granted federal funds to the State under a Nonpoint Source Management Program Grant for appropriate projects

SECTION 2 PROPOSAL

2.1 GENERAL INFORMATION

Organizations, including non-federal government agencies, private schools, non-profit entities and environmental groups can submit proposals. Federal agencies may participate in the project, but may not apply for nor receive grant funds and may not be used for the purposes of matching the grant award.

Proposals for projects requesting “grant funds” up to \$300,000 will be considered. The maximum amount of \$300,000 for “grant funds” does not include the required “matching/in-kind contribution amounts” from non-federal sources. Proposals that request more than \$300,000 of grant funds will not be considered for award. Grant funds may not be used to pay for out-of-state travel or for food and/or refreshments. At a minimum, grant funds must be matched 100% with match funding or in-kind contributions from non-federal sources and must be documented with timesheets, volunteer sign-in sheets, receipts, etc, as determined by the State. Contributions can include purchased or donated labor, equipment, supplies, and materials. Match funding shall be subject to EPA 40 CFR Ch.1 ([7-1-04 Edition](#)), 31.24 Matching or cost sharing.

2.2 CONTRACT TERM

The Contract term for any project must not exceed a maximum period of thirty-six (36) months (date on the State’s Notice to Proceed to submittal date of the Final Report). For this reason, a project’s maximum actual work period can only be thirty-four (34) months since the time for preparation of the Draft Final Report and submittal of the Final Report will take two (2) months. The Contract’s term will commence on the date specified on the State’s Notice to Proceed by the State to the Contractor. Requests for extension from the original Contract termination date may approved at the sole discretion of the State.

2.3 PROPOSAL LENGTH AND FORMAT

The length of the proposal shall not exceed a maximum of 15 single sided pages, excluding Transmittal Letter, required certificates, certification forms (Attachments 2-5), project site maps, and letters of support. Proposals submitted in excess of 15 single sided pages shall not be considered. The use of 12-pt Arial or Times New Roman font and one inch margins is preferred.

The proposal shall be written in a narrative format with the intention of providing the State with a clear understanding of the project’s purpose, activities, and anticipated outcomes. The proposal shall be prepared in a straightforward and concise manner, and shall be in the required format as provided for herein. The required format for the proposal is as follows:

1. PROJECT PURPOSE PROJECT PURPOSE PROJECT TITLE AND GRANT FUNDING REQUEST

Project Corresponding Item No. (Select only one- a, b, or c):

Project Title:

Name of Organization:

Legal Status of the Organization: (i.e., for profit-corporation, non-profit organization, partnership, sole proprietor, joint venture, etc.)

Federal Tax Identification Number:

Grant Funds Requested: \$_____ (\$300,000 Maximum Allowed)

Non-Federal Matching and In-Kind Contributions: \$_____ (minimum 100% of Grant Funds Requested)

Total Project Cost: \$_____

Project Duration: _____ Months

2. PROJECT PURPOSE

Provide a description of the project, which includes a clear statement of the nonpoint source pollution problem(s) to be addressed, a brief description of factors that have contributed to the problem(s) (i.e., past and current physical, historical, cultural, social, economic, etc. issues), a brief description of the project's objectives, goals, and anticipated outcomes, and a summary of the approaches chosen to address the nonpoint source pollution problem(s) identified.

Offerors are hereby notified that the Program has listed the order of importance for project funding in a descending order with item "a" being given the highest priority. Project Proposals must implement one of the following activities:

Item

1. Implements the Nawiliwili Watershed Based Plan (WBP). A hard copy of the Nawiliwili WBP will be available at DOH.

2. Demonstrates new and innovative best management practices (BMPs) in urban areas, forested areas, agricultural areas, marina and recreational boating areas, or hydro-modified areas. Priority will be given to projects within the following Category I Watersheds (Watershed/Water Body Segment): Ko'olaupoko, South Molokai, West Maui, Nawiliwili Bay, Pelekane Bay, Ala Wai Canal, Honolulu Harbor, Kahana Bay, Keehi Lagoon, Kewalo Basin, Honolulu Harbor, Kaiaka-Waialua Bays, Kahului Bay,

Hanapepe Bay, Waimea Bay, Kaho'olawe and Hilo Bay; and/or the Honolulu, Maui, Kawela to Kapualei, Molokai or Hanalei, Kauai Watersheds defined in Hawaii's Local Action Strategy to address Land Based Pollution Threats to Coral Reefs.

3. **Develops a Watershed-Based Plan (WBP) for Kahului Harbor, Kihei (West Maui South), Kaiaka-Waialua Bay, Kahana Bay, Waimea Bay (Kauai), Hanapepe or Waialeale Watersheds that includes all of EPA's Components for Watershed-Based Plans.** (EPA's Components for Watershed Based Plans can be viewed at:
<http://www.epa.gov/owow/nps/Section319/319guide03.html>.)

4. **Protects waters (Natural Area Reserves, wetlands, et. al.) that are at risk of being impaired from residential, commercial, industrial and/or agricultural developments.**

3. PROJECT SITE DESCRIPTION

Identify and briefly describe the watershed(s) and State waters, including groundwater resources, streams, wetlands, and receiving waters, to benefit from project activities. Include information on the identified water bodies' 303(d) List status, Total Maximum Daily Load (TMDL) status, the size of the project area, the physical features of the project area, and identify the latitude and longitude (in degrees, minutes, and seconds) in the NAD83 datum. Also identify land uses (estimate percent of agriculture, urban, impervious pavement, forest, wetland, water, other, etc. relative to project area), land ownership, and land use rights relevant to the project area.

Provide clear and easy to read maps, with appropriate legends, showing the location of the project within the identified watershed, the area to be impacted by the project, and the location of to-be-installed project features.

4. SCOPE OF WORK

The Scope of Work must be detailed and organized by task. Under each task heading, the Offeror must describe all steps that will be taken in order to accomplish each task and, if applicable, the resulting deliverable or work product (i.e., survey, mailing lists, community meeting, etc.). Include a timeframe for implementation and completion of each step and task (i.e., "to be completed within "X" number of months from the date on the State's Notice to Proceed"), the overall purpose of each activity and task, and a complete description of how each activity and task will be planned, managed, monitored, and completed. **DO NOT SCHEDULE** the completion of an activity, task, or deliverable prior to three (3) months from the date on the State's Notice to Proceed. The scope of work shall include a description of the proposed project's expected outcome (see Section 1.2 Expected Outcomes beginning on page 4 for a detailed description) and how the Offeror expects to achieve that expected outcome.

Here is an example of the required format:

A. Monitoring

Start of Example: The project will conduct water quality monitoring to identify water quality improvements resulting from on-the-ground project activities. Water quality parameters will include, at a minimum, turbidity, nitrate, nitrate, and total phosphorous. Water quality samples will be taken the first of every quarter and after any major rainfall events and will include, at a minimum, five sites. Specific details will be identified within the Monitoring Plan and approved by the State.

The project will distribute pre- and post- tests to fourth grade students to assess the effectiveness of the educational presentations given. Teachers will be asked to our presentations as well. Specific details will be identified within the Monitoring Plan and approved by the State.

1. Within three (3) months from the date on the STATE's Notice to Proceed, the CONTRACTOR shall submit to the STATE a draft Monitoring Plan. The draft Monitoring Plan shall include, at a minimum,
2. Within five (5) months from the date on the STATE's Notice to Proceed, the CONTRACTOR shall begin monitoring as detailed in the STATE approved Monitoring Plan. Monitoring shall continue until 20 months from the date on the STATE's Notice to Proceed.
3. The CONTRACTOR shall submit to the STATE, a summary of the data collected with each corresponding quarterly status report.
4. The CONTRACTOR shall submit to the STATE, the raw data and an analysis of the data collected with the Final Report. *End of Example.*

Unless otherwise allowed herein, all documents prepared as a result of a task or activity within the Contract must be submitted to the State in a draft form prior to its use or distribution. The State will have one (1) month to review and approve the document prior to its use or distribution. Upon receiving the State's comments, the Contractor shall have one (1) month to revise and resubmit the document to the State in its final format. Please note, State's review of construction drawings and specifications are for informational and coordination purposes only and not for engineering or other design review/approvals. Engineering and other design approvals are the sole responsibility of the Contractor.

In conjunction with your scope of work, provide a timeline of your proposed project tasks and activities in the required format, attached herein. The project timeline should be organized by date, identify when project activities will begin and end, and when project deliverables (drafts and finals) will be submitted.

4a. EXAMPLES OF AND REQUIREMENTS FOR PROPOSED TASKS AND ACTIVITIES

In order to help Offerors prepare their proposals, we have listed below tasks or activities that have been common in past projects. **If your project includes these tasks or activities, be sure to include the required information for each task or activities within the proposal's scope of work.**

Installation of Best Management Practices

A Best Management Practice (BMP) is a practice, or combination of practices, that are effective and practicable for controlling nonpoint source pollutants at levels compatible with environmental goals.

If your project involves BMP installation, provide latitude and longitude (in degrees, minutes, and seconds) in the NAD83 datum and a map showing the project site location of BMPs to be installed. Within the scope of work, include a description of the BMPs to be installed, a description of the type and extent of nonpoint source pollution reduction anticipated from the installation of the BMPs, a time frame for BMP planning, design, and installation, how BMP effectiveness will be monitored, and the life expectancy of the BMPs.

If installing BMPs, the Contractor shall work with the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), the local Soil and Water Conservation District(s), the University of Hawaii's Cooperative Extension Service, and/or other agencies and organizations available to provide technical assistance with BMP planning and design. The Contractor shall submit to the State, a minimum of two (2) months prior to the start of any construction activities, construction plans, job sheets, construction schedules, and operation and maintenance plans. The State shall have one (1) month to comment on the information submitted. Where possible, the State's comments shall be incorporated into the final documents and the work performed.

A copy of the as-built drawings (drawings that show the actual locations and construction details of BMPs installed), if applicable, shall be included in the final report. Upon completion of BMP installation, the Contractor shall notify the State and a joint site visit may be scheduled.

If installing BMPs, the Contractor shall document the load reductions, habitat and/or water quality improvements achieved as a part of the subject project.

Development and Implementation of an Operation and Maintenance (O&M) Plan

An O&M Plan is important to ensure that physical measures installed will function as intended, will function for their expected lifetime, and to possibly extend the functional life of the measure installed.

The O&M Plan should include information on the operation and maintenance of each BMP installed. This information should include the both short term and long

term information for each. Operational information should include the administration, management, and performance of non-maintenance actions needed to keep the completed installation safe and functioning as planned. Maintenance information should include work to prevent deterioration of installations, repairing damage, replacement of the installation if one or more components fail, or actions to repair damage caused by normal deterioration, extreme weather conditions, or vandalism. The O&M Plan needs to identify who will be responsible for implementing the O&M Plan and include a schedule of implementation. A letter of concurrence from the landowner and the responsible party should also be attached to the Plan.

For physical measures, the life expectancy shall be a minimum of ten (10) years unless a lesser period of time is determined to be appropriate for the type and purpose of the measure installed using National Resource Conservation Service or other appropriate Federal/State/local standards.

A draft O&M Plan shall be submitted to the State a minimum of two (2) months prior to the installation of any physical measures covered by the Plan. The State shall have one (1) month to comment on the information submitted. Where possible, the State's comments shall be incorporated into the final O&M Plan. Final O&M Plans shall be submitted with construction plan submittals and with the final report.

If developing an O&M Plan, the Contractor shall document the load reductions, habitat and/or water quality improvements achieved as a part of the strategy's implementation.

Monitoring

The State seeks to fund projects that can document positive environmental and behavioral results and improvements in water quality. The State requires that all projects (except for development of WBPs and the NPS Activity Sheet) include comprehensive monitoring activities sufficient for obtaining baseline data and for evaluating the project's environmental impacts, behavioral changes, and overall effectiveness. All project activities, on the ground and educational, must be assessed.

Within the scope of work, provide a description of monitoring activities to be performed and the quantifiable environmental result to be obtained for each activity. Examples of quantifiable environmental results for on the ground activities would include (1) the reduction in pollutant loadings or prevention of new loadings (e.g. lbs. or %), (2) the number of measures implemented (i.e., Best Management Practices (BMPs), and (3) the estimated or measured improvement of biological or physical parameters. Examples of quantifiable environmental results for information and education activities would include (1) the number of events conducted (2) the number of participants in the event(s), and (3) an increase in NPS pollution awareness, education, and knowledge of preventive behaviors or methods of the participants based on pre and post survey analysis.

A draft Monitoring Plan must be submitted to the State within three (3) months, or as otherwise approved by the State, from the date on the State's Notice to Proceed (NTP). The specific Monitoring Plan reporting requirements and format will be determined and provided by the State and be dependent upon each respective project.

The State shall have one (1) month from receipt of the draft Monitoring Plan to review and provide comments to the Contractor. The State's comments shall be incorporated in the final Monitoring Plan and must be submitted to the State within one (1) month from receipt of the State's comments. **No monitoring, sampling, or implementation activities are to be started without prior approval of the Monitoring Plan by the State.**

The Monitoring Plan shall document anticipated and expected load reductions, habitat and/or water quality improvements achieved during the course of the project.

Assessment Protocols

The State strongly recommends all work involving stream assessments; stream water quality monitoring, stream restoration, and/or the installation of stream BMPs include the use of the NRCS Hawaii Stream Visual Assessment Protocol (http://www.hi.nrcs.usda.gov/technical/water_quality.html), located under the Streams section of the website as file transfer protocol (ftp) Microsoft Word and Excel files [Hawaii Stream Assessment Protocol](ftp://ftp-fc.sc.egov.usda.gov/HI/pub/biology/biology_09_hawaii_stream_protocol/) (or ftp://ftp-fc.sc.egov.usda.gov/HI/pub/biology/biology_09_hawaii_stream_protocol/) that may be downloaded. The Protocol shall, at a minimum, obtain baseline conditions for the stream or streams impacted by the project.

Where biological assessment of a stream or streams is a project activity, the State strongly recommends that the assessment be performed using the NRCS Hawaii Stream Bioassessment Protocol.

Public Outreach, Education and Participation Activities

The State desires that all projects include some level of public information, education, and/or participation activities.

Examples, of public information, education, and participation activities may include, but are not limited to, public meetings, public outreach participation, displays, field demonstration days, written brochures, project sponsored clean-ups or restorations, handouts, providing instructional resource materials to schools, oral presentations, newspaper articles, videos, websites, and volunteer citizen participation, etc.

For each public information, education and participation activity, include a description of the activity, each activity's purpose, who will be invited to attend, how will it be advertised, the location, publications or public information materials

to be distributed, target audience, timing, desired outcome, what deliverables will be submitted to the State preceding and/or following each activity, and how each activity will be monitored/assessed.

The Contractor shall document volunteer activities throughout the project period. The Contractor shall submit to the State a summary of the work accomplished, work dates, number of volunteers with each corresponding QSR. All in-kind services accomplished by the volunteers and any plans to continue volunteer activities shall be documented and discussed in the final report.

The Contractor shall document expected behavior changes by conducting a survey of participants and their families on the impact of any public outreach, education and participation activities.

Field Tours and Informational and Educational Presentations

If the project includes field tours or informational and educational presentations, provide a list of field tours and informational and educational presentations that will be made in conjunction with your project. The description should include who will be invited to attend, length of time for each event, location of each event, and expected topics for each event. If specific engagements are unknown, provide the minimum number of field tours and presentation types that will be performed as a part of the project. Examples of field tours and informational and educational presentations include, but are not limited to, presentations at symposiums and conferences, local and statewide fairs or festivals, meetings, neighborhood board meetings, schools, the project site, and presentations upon request.

The Contractor shall submit information on presentations and field tours to the State with each corresponding QSR following the event. For oral presentations and field tours, the Contractor shall submit, at a minimum, an outline of information presented. For PowerPoint presentations, the Contractor shall submit a copy of the PowerPoint presentation. For poster presentations and fair displays, the Contractor shall submit photographs of the display. The Contractor shall extend to the State, not less than one (1) month prior, an invitation to attend all presentations and field tours. For all presentations and field tours, the Contractor shall submit, the date of the presentation or field tour, and brief summary of the presentation or information presented during the field tour, and sign-in sheets of people in attendance with each corresponding QSR.

The Contractor shall document expected behavior changes by conducting a survey of participants on the impact of any field tours and informational and educational presentations.

Meetings

Information for each meeting shall be submitted to the State a minimum of one (1) month prior to the meeting and shall include the date, place, and time for the meeting, the meeting's purpose and goals, method(s) selected to publicize the

meeting, and a draft agenda for the meeting. The State may provide comments to the Contractor and shall have the sole option to attend any meetings.

Attendance of public meetings shall be recorded using sign-in sheets. Published meeting notices, a listing of participants, and meeting minutes must be submitted with each corresponding QSR following the meeting.

The Contractor shall document expected behavior changes by conducting a survey of participants on the impact of any meetings conducted.

Publications or Public Information Materials

If the project involves the development of publications or public information materials, provide a description (i.e., size, format, content, etc.) of each item to be developed. Include within the description its intended purpose, the target audience, the approximate number of each item to be produced, proposed use and means of distribution, and a method for measuring the effectiveness of the item for accomplishing its intended purpose. Examples of publications and public information materials include, but are not limited to, brochures, handouts, posters, coloring books, newsletters, manuals, public service announcements, and videos.

The Contractor will be required to submit a draft of the materials to the State for its review and comment a minimum of two (2) months prior to the start of production of the item. The State shall have one (1) month to comment on the draft. Where possible, the State's comments shall be incorporated into the final printing.

If appropriate, it is desirable for materials disseminated to communities to be made available in several languages, including English, which are prevalent in the communities. Identify if any publications or public information materials will be made available in a language other than English, the specific language(s), and justification for the selection of the language.

For all work with children, identify specific school(s) or programs where resources will be utilized and provide contact information of the educators, administrators, or Department of Education Specialists with whom you will be working/coordinating with. Coordination with the Department of Education is optional, but highly recommended, and should be included as a work item when applicable. If youth education involves the development of instructional resource materials, provide a description of the materials to be developed and identify its target audience. Contractors will be required to develop instructions for use of the resource and to develop a means for measuring its effectiveness.

The Contractor shall include the following language in any developed or printed informational materials, press release, signage, publicity, etc.: "This project has been jointly funded by the U.S. Environmental Protection Agency ("Agency") under Section 319(h) of the Clean Water Act, and the Hawaii State Department of Health Clean Water Branch. Although the information in this document has

been funded wholly or in part by a Federal Grant to the Hawaii Department of Health, it may not necessarily reflect the views of the Agency and the Department of Health and no official endorsement should be inferred.”

The Contractor shall send at least five (5) double-sided copies of each final publication and public information materials to the State for its use and files.

Websites

If the project includes the creation of a Website, a Development Plan is required to be submitted at least six (6) months prior to the public initiation of the website. The Plan should include, information identifying the target audience, purpose, proposed content for the Website, date available on the Internet, timeframe for updates, and length of time it will remain available on the Internet after the submittal of the final report in number of months.

5. COOPERATION AND COORDINATION

The State desires that all projects include cooperation and coordination activities. Cooperation and coordination activities strengthen projects by encouraging and facilitating partnerships, leveraging resources, and ensuring coordination on related activities.

If you are proposing cooperation and coordination activities as part of your project, provide a listing of each organization with an active role in the project. Include in this list the organization name, contact information (i.e., contact name, address, and phone number, and fax number and e-mail address where available), and a brief statement of the role or contribution the organization or contact will provide to the project. A letter of support from each of these organizations must be submitted with the project proposal.

6. RELATIONSHIP OF THIS PROJECT TO OTHER PAST, FUTURE, OR ONGOING EFFORTS IN THE WATERSHED OR PROJECT AREA

Provide a brief explanation of how this project related to past, future, and/or ongoing efforts in the watershed or project area.

7. ORGANIZATION, PROJECT MANAGER AND KEY PERSONNEL

Project Manager.

The project manager will represent the CONTRACTOR and be responsible for the delivery of Contract required activities, including but not limited to, completion of all project work items, including all project activities, quarterly status reports, deliverables, fiscal reports, and the final report. Please provide the address, telephone number and fax number for the Project Manager. Unless otherwise notified in writing, the Project Manager will be the State's sole point of contact for the Contractor.

Identify the Project Manager and provide a resume that includes the Manager's educational background, relevant work history (employer, position, job description, time period, key tasks or accomplishments), and experience with similar projects.

The Contractor shall notify the State not less than two (2) calendar weeks in advance of changes in Project Manager. Notification shall include steps to be taken to provide a replacement Manager and a plan for carrying out project activities in the interim.

Key Personnel.

Key personnel may include field supervisors, consultants, persons providing specialized services, and assistants. Provide information the title and description of the position, education and experience requirements for the position, the method of recruitment, and the time period in which hiring for the position will occur. Include in your timeline, a time frame in calendar months for recruitment and hiring of these personnel. The Contractor shall submit to the State the name and credentials of key personnel hired with corresponding QSRs.

The Contractor shall notify the State not less than two (2) calendar weeks in advance of changes in key personnel. Notification shall include steps to be taken to provide a replacement and a plan for carrying out project activities in the interim.

8. BUDGET

Provide your proposed Project Budget in the format of Attachment 6, attached herein. The budget categories on Attachment 6 are for sample purposes only and not meant to dictate a standard project expense for that category. Please revise the budget categories as necessary and be as descriptive as possible to meet your project needs.

Where possible, provide an estimated cost per unit information for budget line items. Provide as footnotes justification of unit amounts and for any equipment requesting to be paid for by the grant. Questionable costs may be denied if justification is not provided.

If you currently do not have access to a calculator or adding machine, please include one in your budget. Simple math, included in the budget and invoicing, must be accurate. The reimbursement process will be delayed if requests for reimbursement are inaccurate or miscalculated.

9. OTHER RELEVANT INFORMATION

You may include any other additional information that you feel will enhance the selection of your project for award. Please be brief and to the point, remembering the proposal's fifteen (15) page maximum.

SECTION 3 PROPOSAL SUBMITTAL

3.1 PROPOSAL SUBMISSION REQUIREMENTS

The Offeror shall submit **one (1) unbound original and six (6) bound double – sided copies of the proposal in a sealed envelope** by the specified deadline set for receipt of proposals to the Procurement Officer. **The original proposal shall be clearly marked “original.”** The Offeror’s proposal shall include, without limitation, the following:

- **Executed (original signature)** Transmittal Letter (Attachment 1)
- **Executed (original signature)** Certification Forms (Attachments 2-5)
- Proposal (Including Attachments 6 Sample Project Budget Format and 10 Project Timeline Format)

3.2 TRANSMITTAL LETTER

The Transmittal Letter, included as Attachment 1, must be filled in completely and **contain an original signature**. The Transmittal Letter must be signed by an individual or individuals authorized to legally bind and submit the proposal on behalf of the Offeror.

3.3 PROPOSAL

The Offeror must include a proposal section providing all of the requested information and in the required format as outlined in Section 2- Proposal.

3.4 CERTIFICATIONS

The Offeror shall execute and submit the following certifications with original signatures included as Attachments 2 - 5:

- | | |
|---------------|---|
| Attachment 2- | CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION- LOWER TIER COVERED TRANSACTIONS |
| Attachment 3- | CERTIFICATION REGARDING DRUG-FREE WORKPLACE
REQUIREMENTS |
| Attachment 4- | CERTIFICATION REGARDING LOBBYING |
| Attachment 5- | CERTIFICATION REGARDING ENVIRONMENTAL
TOBACCO SMOKE |

SECTION 4 PROPOSAL EVALUATION

4.1 INTRODUCTION

The evaluation of proposals received in response to this RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 EVALUATION ORGANIZATION

An Evaluation Committee (Committee) selected by the Procurement Officer will review and evaluate all proposals submitted by the deadline specified in this RFP. The Committee will be comprised of individuals with experience and knowledge of the contemplated services.

The evaluation may be conducted in six (6) phases as described below:

- Phase 1 - Evaluation of Mandatory Requirements
- Phase 2 - Establishment of Priority List of Offerors
- Phase 3 - Optional Discussions with Priority-Listed Offerors
- Phase 4 - Submission of Best and Final Offers (if necessary)
- Phase 5 - Final Evaluation of Proposals
- Phase 6 - Recommendation for Award

4.2.1 EVALUATION CATEGORIES AND THRESHOLDS

EVALUATION CATEGORIES

POSSIBLE POINTS

Mandatory Requirements (Phase 1 only)

Pass/No Pass

Evaluation Criteria for each respective proposal (to be used in Phase 2 and may be used in Phase 5 if Best and Final Offers are required) will be based on the proposal's selected item letter and the following respective Evaluation Criteria Worksheets:

Request for Proposals No. CWB-PRC 05-01

Evaluation Criteria for Item 3 (see page 17) Only- WATERSHED-BASED PLAN PROJECTS - 95 Total Points

No.	Category	Points
1	Project Proposal	3
	The proposal is complete, in the proper format, and contains all information requested. (3) <i>(Proposals that exceed the fifteen (15) page maximum will not be considered.)</i>	
2	Project Purpose	12
	<u>The project purpose contains:</u> A clear statement of the nonpoint source pollution problem(s) in the watershed; (1) A brief description of factors that have contributed to the problem(s); (1) A summary of the approaches chosen to develop the WBP; and (2) The qualifications of this organization that makes it the best qualified to develop a WBP; (3) Includes identification of an outcome or measure of success. (5)	
3	Project Site Description	4
	The project site description identifies and briefly describes the watershed(s) and State waters, including groundwater resources, streams, wetlands, and receiving waters, to benefit from the WBP. (1) The description includes information on the identified water bodies' 303(d) List status, Total Maximum Daily Load (TMDL) status, the size of the project area, the physical features of the project area, and identifies the latitude and longitude (in degrees, minutes, and seconds) in the NAD83 datum. (1) The description also identifies land uses (estimate percent of agriculture, urban, impervious pavement, forest, wetland, water, other, etc. relative to project area), land ownership, and land use rights relevant to the watershed. (1) Clear and easy to read maps, with appropriate legends, showing the location of the project within the identified watershed, the area to be impacted by the project, and the locations of to-be-installed project features are included. (1)	
4	Scope of Work / Project Timeline	15
	No activities, tasks, or deliverables are scheduled for completion prior to three (3) months from the date on the State's Notice to Proceed. (1) <u>The scope of work:</u> Is well thought out; (1) Is organized by task; (1) Has tasks and activities directly tied to the project purpose; (1) Clearly describes all steps that will be taken in order to accomplish each task; (3) Describes how each activity and task will be planned, managed, monitored, and completed; (3) Includes the overall purpose of each activity and task; and (1) Includes a timeframe for implementation and completion of each step and task. (1) <u>The project timeline:</u> Is organized by date; (1) Identifies when project activities will begin and end; and (1) Identifies when project deliverables (drafts and finals) will be submitted. (1)	

5	EPA's Nine Components	18
	<p>Activities and tasks are in place, and clearly identified, to incorporate all of EPA's Nine Key Components in the WBP, including:</p> <p>(1) An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan; (2)</p> <p>(2) An estimate of the load reductions expected for the management measures described under element (3) below; (2)</p> <p>(3) A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated under element (2) above and an identification (using a map or a description) of the critical areas in which those measures will need to be implemented; (2)</p> <p>(4) An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities what will be relied upon, to implement this plan; (2)</p> <p>(5) An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented; (2)</p> <p>(6) A schedule for implementing NPS management measures identified in this plan that is reasonably expeditious; (2)</p> <p>(7) A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented; (2)</p> <p>(8) A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made toward attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised or, if a NPS TMDL has been established, whether the NPS TMDL needs to be revised; and (2)</p> <p>(9) A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under element (8) immediately above. (2)</p>	
6	Public Information, Education, and Participation Activities	6
	<p>Public information, education, and participation activities are sufficient for educating, informing, and/or involving the interested and affected public in developing the watershed-based plan and provide a means for obtaining public input. (3)</p> <p>Public information, education, and participation activities are clearly described. (2)</p> <p>Each public information, education and participation activity, includes a description of the activity, each activity's purpose, who will be invited to attend, how will it be advertised, the location, publications or public information materials to be distributed, target audience, timing, desired outcome, what deliverables will be submitted to the State preceding and/or following each activity, how each activity will be monitored/assessed, and any other required elements. (1)</p>	
7	Cooperation and Coordination / Relation of this Project to Other Efforts	8
	<p>Cooperation and coordination activities are included that strengthen the project by encouraging and facilitating partnerships, leveraging resources, and ensuring coordination with all stakeholders within the watershed. (4)</p> <p>Information for each organization with an active role in the project, a brief statement of the role or contribution the organization, and letters of support are included. (3)</p> <p>Project is grounded in past, future, or ongoing efforts in the watershed. (1)</p>	
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Evaluation Criteria Worksheet for Items 1 & 2 (see page 16) Only - 120 Total Points

No.	Category	Points
1	Project Proposal	3
	The proposal is complete, in the proper format, and contains all information requested. (3) <i>(Proposals that exceed the fifteen (15) page maximum will not be considered.)</i>	
2	Project Purpose	27
	<p>The project is demonstrating new and innovative best management practices (BMPs) in urban areas, forested areas, agricultural areas, marina and recreational boating areas, or hydro-modified areas. (10)</p> <p><u>The project purpose contains:</u> A clear statement of the nonpoint source pollution problem(s) to be addressed; (3) A brief description of factors that have contributed to the problem(s); (3) A brief description of the project's objectives, goals, and anticipated outcomes; and (3) A summary of the approaches chosen to address the problem(s) identified. (3) Includes identification of an outcome or measure of success. (5)</p>	
3	Project Site Description	11
	<p>The project site description identifies and briefly describes the watershed(s) and State waters, including groundwater resources, streams, wetlands, and receiving waters, to benefit from project activities. (2)</p> <p>The description includes information on the identified water bodies' 303(d) List status, Total Maximum Daily Load (TMDL) status, the size of the project area, the physical features of the project area, and identifies the latitude and longitude (in degrees, minutes, and seconds) in the NAD83 datum. (2)</p> <p>The description also identifies land uses (estimate percent of agriculture, urban, impervious pavement, forest, wetland, water, other, etc. relative to project area), land ownership, and land use rights relevant to the project area. (1)</p> <p>Clear and easy to read maps, with appropriate legends, showing the location of the project within the identified watershed, the area to be impacted by the project, and the locations of to-be-installed project features are included. (1)</p> <p>The project site is located in the following priority watersheds under Hawaii's Local Action Strategy to address Land Based Pollution Threats to Coral Reefs: Honolulu, Maui, Kawela to Kapualei, Molokai and Hanalei, Kauai (5)</p>	
4	Scope of Work / Project Timeline	28
	<p>The Scope of Work and Project Timeline contain all required elements, including the preparation, submittal, and approval of an O&M Plan and Monitoring Plan, and all others as appropriate. (4)</p> <p>No activities, tasks, or deliverables are scheduled for completion prior to three (3) months from the date on the State's Notice to Proceed. (1)</p> <p><u>The scope of work:</u> Is well thought out; (1) Is organized by task; (1)</p>	

	<p>Has tasks and activities directly tied to the project purpose; (2) Clearly describes all steps and deliverables that will be done in order to accomplish each task; (5) Describes how each activity and task will be planned, managed, monitored, and completed; (5) Includes the overall purpose of each activity and task; and (2) Includes a timeframe for implementation and completion of each step and task. (2) <u>The project timeline:</u> Is organized by date; (1) Identifies when project activities will begin and end; and (2) Identifies when project deliverables (drafts and finals) will be submitted. (2)</p>	
5	Monitoring	8
	<p><u>Monitoring activities are:</u> Sufficient for obtaining baseline data; (2) Sufficient for evaluating the project's environmental and behavioral impacts; (2) Sufficient for evaluating the project's overall effectiveness for all project activities; and (2) Clearly described and directly linked to project activities and environmental benefits. (2)</p>	
6	Public Information, Education, and Participation Activities	5
	<p>Public information, education, and participation activities are sufficient for educating, informing, and/or involving the interested and affected public, to transfer technology and encourage partnerships, and to provide a means for obtaining public input in relation to project activities. (1)</p> <p>Public information, education, and participation activities are clearly described. (2)</p> <p>Each public information, education and participation activity, includes a description of the activity, each activity's purpose, who will be invited to attend, how will it be advertised, the location, publications or public information materials to be distributed, target audience, timing, desired outcome, what deliverables will be submitted to the State preceding and/or following each activity, how each activity will be monitored/assessed, and any other required elements. (2)</p>	
7	Cooperation and Coordination / Relation of this Project to Other Efforts	5
	<p>Cooperation and coordination activities are included that strengthen the project by encouraging and facilitating partnerships, leveraging resources, and ensuring coordination on related activities. (1)</p> <p>Information for each organization with an active role in the project, a brief statement of the role or contribution the organization, and letters of support are included. (3)</p> <p>Project is grounded in past, future, or ongoing efforts in the watershed. (1)</p>	
8	Project Manager and Key Personnel	6
	<p>The project manager has the educational background, relevant work history, and experience with similar projects to facilitate the completion of all Contract items, including all project activities, quarterly status reports, deliverables, fiscal reports, and the final report. (3)</p> <p>Key personnel needed for the project are identified, the role in the project of key positions are clearly defined, and key personnel identified have educational background and experience sufficient to qualify them for performing the task specified. (3)</p>	
9	Budget	7
	<p>The budget is provided in the proper format and contains sufficient details and justifications for budget line items. (3)</p>	
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	Funds requested are reasonable in relation to the work proposed and the benefits to be derived. (4)	
10	Expected Outcomes	20
	<p>The project demonstrates one or all of the following:</p> <p>Load reductions (nutrients, sedimentation, et. al.) (5) Behavior changes (produced as a part of educational, training and demonstration projects) (5); Water quality improvements (5); and Habitat improvements (5)</p>	
	Total Score (Maximum 120 points)	

4.3 PHASE 1 - EVALUATION OF MANDATORY REQUIREMENTS PASS/NO PASS

The evaluation of the mandatory requirements shall be on an acceptable, potentially acceptable or unacceptable or "pass/no pass" basis. No points shall be assigned in Phase 1. The purpose is to determine whether an Offeror's proposal is sufficiently responsive (i.e., submitted a Transmittal Letter, correct format, complete proposal section, Certification Forms executed and attached, etc.) to the RFP to permit a complete evaluation in Phase 2. Each proposal will be reviewed for responsiveness. Failure to be sufficiently responsive shall result in a proposal to be determined as unresponsive ("no pass") and grounds for deeming the proposal "unacceptable" to the RFP and rejection of the proposal. A proposal determined as unacceptable shall not be considered in Phase 2 and not considered for award. Proposals evaluated as "sufficiently responsive" will be considered as potentially acceptable or acceptable ("pass") and will be considered in Phase 2.

4.4 PHASE 2 - ESTABLISHMENT OF PRIORITY LIST OF OFFERORS

All proposals from Phase 1 evaluated as potentially acceptable or acceptable or "pass" basis shall be eligible for the priority list. The Committee shall rank all of the proposals using the appropriate evaluation criteria worksheets to generate the list of "Priority-Listed Offerors." The Committee reserves the right to award a contract to a Priority-Listed Offeror in this phase without further discussions as outlined in optional Phase 3.

4.5 PHASE 3 - OPTIONAL DISCUSSIONS WITH PRIORITY-LISTED OFFERORS

During the course of this phase, Priority-Listed Offerors may be requested to meet with the Committee to allow a better understanding of their proposals. If done, Priority-Listed Offerors shall be accorded fair and equal treatment with respect to any opportunities for discussions and revisions of proposals.

4.6 PHASE 4 - SUBMISSION OF BEST AND FINAL OFFERS

A date and time may be set for Priority-Listed Offerors to submit their best and final offers (if required). Priority- Listed Offerors shall be permitted to submit a new or amended proposal as best and final offers based on discussions with the Committee on the date designated by the State. One (1) unbound original and seven (7) bound copies of the best and final offer must be received (mailed or hand-delivered) and time-stamped by the Procurement Officer by the deadline set for receipt of best and final offers. The Committee may require on-site visits to locations at which the Priority-Listed Offerors have or are providing similar services prior to the submittal of best and final offers.

Best and final offers shall be submitted only once unless it is determined in writing to be in the best interest of the State to conduct additional discussions or change the State's requirements and require another submission of best and

final offers. Priority-Listed Offerors that do not submit a best and final offer shall have their immediate previous offer considered as their best and final offer. After the deadline set for best and final offers, the Committee shall conduct final evaluations for award(s).

4.7 PHASE 5 - FINAL EVALUATION OF PROPOSALS

During this phase, the Committee shall conduct final evaluations on the Priority-Listed Offeror's proposals, against the appropriate Evaluation Criteria worksheets used in Phase 2.

4.8 PHASE 6 - RECOMMENDATION FOR AWARD

The Committee will prepare a final ranking and will make the final recommendations for award. The actual number of awards will depend upon the availability of funds available under the Section 319(h) program under a grant from the Environmental Protection Agency and as further determined solely by the State.

TRANSMITTAL LETTER
RFP No. CWB-PRC 05-01

State of Hawaii
Department of Health
Clean Water Branch
919 Ala Moana Boulevard, Room 301
Honolulu, Hawaii 96814

Gentlemen:

The undersigned has carefully read and understands the terms and conditions specified in Request For Proposals No. CWB-PRC 05-01 and in the General Conditions, Form AG2-GC (12/04), included by reference and made a part hereof and available upon request; and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

It is understood and agreed that the State reserves the right to accept or reject any or all proposals, and to waive any defect in any proposal when in the opinion of the State such rejection or waiver will be in the best interest of the State.

By submitting this proposal, the Offeror understands and agrees that:

1. If a Contract is awarded to the undersigned, the undersigned will enter into and execute a Contract for the faithful completion of the work for which the award is made.
2. The Offeror shall be the prime Contractor and solely responsible for any organizations or entities who are named in their proposal to do any work. The Contractor shall not subcontract or assign any work to any organization or entity not named in the Offeror's accepted proposal without first obtaining the Procurement Officer's prior written approval.
3. The Offeror does not discriminate in its employment and practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, handicap or disability.
4. The Offeror is not in violation of Chapter 84, HRS, concerning prohibited State contracts and will comply with Chapter 103-55, HRS, as amended.
5. The Offeror will comply with all terms and conditions in the RFP.

The undersigned represents:
(check one only)

- ☐ A Hawaii Business incorporated or organized under the laws of the State of Hawaii;
- ☐ A Compliant Non-Hawaii business not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii as a separate branch or division that is capable of fully performing under the contract. State of incorporation: _____

Offeror is:

- ☐ Sole Proprietor ☐ Partnership ☐ Non-Profit 501 (c) Corporation
- ☐ Joint Venture ☐ Corporation
- ☐ Other _____

Very truly yours,

Name of Firm

Street Address

Authorized Signature

City Zip Code

Title

Mailing Address (if different)

Print Name

City Zip Code

Date

Federal Tax I.D. Number

Telephone Number

Fax Number

CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER
COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment Suspension, 7 CFR Part 3017, Section 3017.510, Participant's responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Instruction for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion B Lower Tier covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below. This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, published in the May 25, 1990 Federal Register, that require grantees to certify in maintaining a drug-free workplace.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, the agency in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplace under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each Local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph 5).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. S12) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of not guilty) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (a) All direct charge employees; (b) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (c) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Alternate I. (Grantees Other Than Individuals)

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, country, state, zip code)

Check [] if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

The grantee certifies that, as a condition of the grant, her or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Organization Name

Name and Title of Authorized
Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress. In connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tier (including subcontractors, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Attachment 4

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which subgrantees shall certify accordingly.

Organization

Authorized Signature

Date

Title

Department of Health
Section 319(h) NPS

SAMPLE PROJECT BUDGET
FORMAT

No.	Item	Total Number Of Hours/Trips/Units	Hourly Rate/ Unit Cost	Grant Funds	Match Funds	Total
A.	Personnel Services					
	Project Manager	_____	\$____/hr	\$_____	\$_____	\$_____
	Project Assistant	_____	\$____/hr	\$_____	\$_____	\$_____
	Part-Time Workers	_____	\$____/hr	\$_____	\$_____	\$_____
	Volunteers	_____	\$____/hr	\$_____	\$_____	\$_____
	Fringe Benefits	_____	\$____/hr	\$_____	\$_____	\$_____
B.	Travel					
	Airfare (inter-island)	_____ round trips	\$____/round trip	\$_____	\$_____	\$_____
	Car Mileage	_____ miles	\$____/mile	\$_____	\$_____	\$_____
	Car Rental	_____	\$____/rental	\$_____	\$_____	\$_____
	Per Diem	_____	\$____/trip	\$_____	\$_____	\$_____
C.	Operating Expenses					
	Office Supplies	12 months	\$____/month	\$_____	\$_____	\$_____
	Postage	12 months	\$____/month	\$_____	\$_____	\$_____
	Printing	12 months	\$____/month	\$_____	\$_____	\$_____
	Utilities	12 months	\$____/month	\$_____	\$_____	\$_____
D.	Equipment					
	Backhoe	_____ hours	\$____/hr	\$_____	\$_____	\$_____
E.	Professional Services					
	Landscaper	_____ hours	\$____hr	\$_____	\$_____	\$_____
F.	Construction Materials, Supplies					
	Fencing	_____ Feet	Bulk	\$_____	\$_____	\$_____
	Valves	_____ each	\$____	\$_____	\$_____	\$_____
G.	Other Misc. Expenses					
	Insurance	1 year	\$_____		\$_____	\$_____
TOTAL				\$_____	\$_____	\$_____

Grant Fund Expense Report
Department of Health- Section 319(h) NPS

(Must be attached to an Invoice and be identical to the Project Budget Page in the contract. No invoice will be processed for payment without this report to document the invoice.)

Contractor- _____

Project Name- _____

Report No.- GF- _____

Month(s)/Year covered in this report: _____

Summary-Grant Funds

No.	Description	Original Contract Amounts	Revised Contract Amount From Previous Monthly Invoices	Amount Requested in this Monthly Invoice	Remaining Contract Amount
A	Personnel Services	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Materials and Supplies	\$	\$	\$	\$
G.	Other Misc. Expenses	\$	\$	\$	\$
TOTALS		\$ _____	\$ _____	\$ _____	\$ _____

Matching Funds

No.	Description	Original Contribution Amounts Required	Revised Contribution Amount From Previous Monthly Invoices	Contributions Submitted in this Monthly Invoice	Remaining Contribution Amount
A	Personnel Services	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Materials and supplies	\$	\$	\$	\$
G.	Other Misc. Expenses	\$	\$	\$	\$
TOTALS		\$ _____	\$ _____	\$ _____	\$ _____

Breakdown

No.	Item.	Grant Expenses	Hourly Rate/ Unit Cost	Total Monthly Amount	In-Kind Contributions	Hourly Rate/ Unit Cost	Total Monthly Amount
		No. of Hours/ Trips/Units			No. of Hours/ Trips/Units		
A.	Personnel Services		\$	\$		\$	\$
	Grant Total for Item A			\$			\$
B.	Travel		\$	\$		\$	\$
	Grand Total for Item B			\$			\$
C.	Operating Expenses		\$	\$		\$	\$
	Grant Total for Item C			\$			\$
D.	Equipment		\$	\$		\$	\$
	Grand Total for Item D			\$			\$
E.	Professional Services		\$	\$		\$	\$
	Grand Total for Item E			\$			\$
F.	Materials and Supplies		\$	\$		\$	\$
	Grand Total for Item F			\$			\$
G.	Other Misc. Expenses		\$	\$		\$	\$
	Grand Total for Item G			\$			\$
	TOTAL A-G			\$			\$

Department of Health
Clean Water Branch- Polluted Runoff Control Program

Quarterly Status Reports
For the
Clean Water Act 319(h) NPS Implementation Program

This Quarterly Status Report is for the period indicated below **(check only one and insert year)**:
(Quarterly Status Reports are required per contract terms. If no work was done during the reporting period, the Contractor must provide an explanation of the circumstances)

- | | |
|---|---------------------------------|
| <input type="checkbox"/> January 1 – March 31, _____ | (Due April 15 th) |
| <input type="checkbox"/> April 1- June 30, _____ | (Due July 15 th) |
| <input type="checkbox"/> July 1 – September 30, _____ | (Due October 15 th) |
| <input type="checkbox"/> October 1 – December 31, _____ | (Due January 15 th) |

Project Title: _____

Project Start/Completion Date: _____

Estimated % of Project Completed: _____%

Estimated % of Funds Expended: _____%

Name, telephone number, and e-mail of person to be contacted for questions regarding this report:

Please provide the following information for work during this reporting period:

1. Progress/tasks started and/or completed as defined in the Contract's Scope of Services.
2. Description of any major issues/problems encountered and/or resolved that may affect the Contractor's ability to complete the project as required (i.e., weather, personnel, equipment, etc.).
3. Description of any significant findings, results, or conclusions. If none, please indicate so.
4. Based on the Scope of Services, a description of tasks expected to be completed in the next reporting period.

Line summary of expenditures and in-kind contributions in comparison with the contract's project budget page as shown below on page 2. Summary must include the cumulative amount for each line item (i.e., personnel services, travel, operating expenses, equipment acquisition, construction materials, other, etc.). Copies of proper documentation for all expenses (Grant and In-Kind Contributions) must be attached.

Quarterly Status Budget Report Format

Grant Funds

No.	Description	Original Contract Amount	Revised Contract Amount After Previous Quarterly Deductions	Expenditures during this Quarterly Reporting Period	Remaining Contract Amount
A.	Personnel Services	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Materials and Supplies	\$	\$	\$	\$
G.	Other Misc. Expenses	\$	\$	\$	\$

TOTALS \$ _____ \$ _____ \$ _____ \$ _____

In-Kind Contributions (Match Funds)

No.	Description	Original Contribution Amount	Revised Contribution Amounts After Previous Submitted QSRs Contribution Amounts	Contributions submitted during in this Quarterly Reporting Period	Remaining Contribution Amounts
A.	Personnel Services	\$	\$	\$	\$
B.	Travel	\$	\$	\$	\$
C.	Operating Expenses	\$	\$	\$	\$
D.	Equipment	\$	\$	\$	\$
E.	Professional Services	\$	\$	\$	\$
F.	Materials and Supplies	\$	\$	\$	\$
G.	Other Misc. Expenses	\$	\$	\$	\$

TOTALS \$ _____ \$ _____ \$ _____ \$ _____

FINAL REPORT FORMAT

Please make sure to include a cover page and to completely bind the document. Five (5) bound copies and one (1) unbound original are required. The Project Title must be printed on the outside spine of the Final Report. Please note that your Final Report may be used to inform the public and other government agencies about your project.

- I. PROJECT TITLE
- II. PROJECT PERIOD
 - A. Start Date
 - B. End Date
 - C. Original End Date (If applicable)
- III. CONTRACTING ORGANIZATION
 - A. Agency/Organization
Address
Phone
Facsimile
E-mail
- IV. PERSONNEL
 - A. Name
Agency/Organization
Role/Contribution to the Project
- V. BUDGET SUMMARY (Mirroring the budget format in the proposal)
 - A. Final Budget Expenditure Table
 - B. Final In-Kind Contribution Table
- VI. PROJECT ABSTRACT (Including project background/purpose/goals)
- VII. PROJECT SITE DESCRIPTION (Including maps)
- VIII. SUMMARY OF WORK (Including an itemized summary of all activities conducted and implemented. This section should mirror the Scope of Work from the contract.)
- IX. PROJECT RESULTS (Including data collected, data analyzed, charts showing reduced pollutant loading values, and “before” and “after” pictures.)
- X. DISCUSSION OF PROJECT RESULTS, SUCCESSES, STRENGTHS, AND CHALLENGES
- XI. PROJECT CONCLUSIONS (Including how this project reduced NPS pollution, improved water quality, reduced pollutant loads, or increased public awareness.)
- XII. RECOMMENDATIONS FOR FUTURE PROJECTS
- XIII. WORK CITED
- XIV. APPENDICES: Include a copy of all contract deliverables (i.e. brochures/press releases/reports/plans/etc.)

PROJECT TIMELINE FORMAT

The CONTRACTOR shall accomplish the following activities within the timeline indicated from the date on the State's NTP.

Timeline:	Activity:
NTP + __ month	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit or Conduct
NTP + __ months	Submit Draft Final Report
NTP + __ months	Submit Final Report